

U.S. DISTRICT COURT FOR THE DISTRICT OF ALASKA

COURT TECHNOLOGY SPECIALIST (Full-Time Indefinite)

Salary Range: CL28 DOE: \$45,021 - \$73,221 + 24% COLA (subject to change)

Beginning salary is based on specialized experience and Administrative Office salary requirements

Vacancy #07-05 - Open until filled.

POSITION OVERVIEW

The Court Technology Specialist is a new position with the U.S. District Court for the District of Alaska, and reports to the Director of Information Technology. The position will be located in Anchorage, but the incumbent will travel to other divisional offices in Alaska to maintain courtroom technology. The incumbent develops, analyzes, evaluates, advises and oversees all aspects of planning, design and implementation of courtroom technology and telecommunications systems and services used throughout the district.

Data/telecommunications is understood to include both voice and data systems, courtroom technology, DEPS units, all technology associated with telecommunications, such as video, PBX phone system, and wireless applications. Physical effort may be involved in moving, connecting or troubleshooting equipment. Occasional travel to other Court offices is required.

REPRESENTATIVE DUTIES

Job responsibilities include, but are not limited to:

- 1) Maintains PBX phone system
- 2) Manages the courtroom technology and the telecommunications systems
- 3) Acts as liaison with equipment vendors and other providers of telecommunications services, as well as for Courtroom technology, and sound system vendors, in concert with the Procurement Administrator;
- 4) Assists management in preparing court technology and telecommunication budget forecasts, upgrades, short and long term planning;
- 5) Documents standard operating procedures for managing Courtroom technology and the court's telecommunications and maintains a technical library of all such materials;
- 6) Administers the design, maintenance and planning of all new and existing voice telecommunications systems;
- 7) Coordinates all repairs, adds, moves and changes for court technology equipment. Performs weekly testing of all A/V equipment and maintains a log of all inspections and findings;

- 8) Defines telecommunications requirements and alternatives including initial cost analysis and projected expenditures;
- 9) Develops and implements a transition plan for the replacement of outdated cabling and equipment in the courtrooms;
- 10) Documents repair procedures; processes and monitors requests for installation, removal or relocation, and activation of phone equipment and telephone line features for court employees;
- 11) Coordinates and resolves problems relating to the installation of telephone equipment and infrastructure with other trades and contractors in a major renovation;
- 12) Makes recommendations to management on the renewal of telecommunications contracts for service and maintenance and/or follow-up services;
- 13) Oversees the daily operations of any technology used in the court to ensure reliable and effective operation. Performs requisite programming to system to accommodate local court needs;
- 14) Executes the implementation of courtroom and telecommunication plans approved by the Clerk of Court and Chief Deputy Clerk.
- 15) Other duties involve: provides backup support to the court's automation and technology Help Desk calls and emails; provides backup technical support for all court-supported applications and PC-based systems; and assist with the PC setup and maintenance.

QUALIFICATIONS AND EXPERIENCE

General Experience: Excellent verbal and written communication skills; ability to work independently and as a team member in a team environment; ability to multiple task and work will under pressure. Should have knowledge in the installation of A/V switching, processing, control systems, audio/video conferencing, and equipment rack configuration. Must be able to coordinate needed work to be accomplished in other sections of the office (such as information technology and/or chambers) in order to achieve project goals. Must be able to collaborate effectively with all levels of court staff.

Specialized Experience: Associates degree or higher in Computer Science or related field, and/or job-related certifications are required. Broad knowledge of voice communication architecture and telecommunication services. Knowledge in the Audio/Visual field with experience with sound systems, FTR Gold, telephonic equipment, as well as major manufacturers of A/V components. A minimum of 3 years of specialized experience is required, including at least one year equivalent to work at the CL 27 level. Specialized experience would include thorough knowledge of theories, principles, practices and techniques of audio systems, sound systems, video systems, A/V distribution systems, satellite broadcasts, cabling, infrastructure needs, computer hardware and software, and control programming such as microphones, amplifiers, wireless microphone systems, digital recording, video routers and markers, and computer/video interface from a variety of manufactures and suppliers. Ability to analyze, evaluate and determine A/V needs and planning to implement solutions to meet those

needs. Knowledge of the functions and processes of the courtroom and of the court in general. Ability to meet established deadlines and commitments. Have a good knowledge of MS Office software.

Prior federal court experience is a plus.

INFORMATION FOR APPLICANTS:

The United States District Court is an Equal Opportunity Employer. The incumbent must be a United States citizen or eligible to work in the United States. All court employees are “at will” employees in the excepted service. This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice. Expenses for interviews or relocation are not authorized for reimbursement. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed. Final candidates are subject to a background check as a condition of employment.

BENEFITS:

An indefinite appointment is one without a definite time limitation. Employees are eligible for the following: 13 days annual leave (increases with service), 13 days sick leave, family medical leave, and at least 10 paid holidays per year; participation in the retirement system, including the government Thrift Savings Plan; optional participation in the Federal Health Insurance Program (with a wide choice of plans); participation in a pretax flexible spending accounts program; and voluntary participation in a life insurance program.

HOW TO APPLY:

Provide a (1) *Cover Letter of Interest* in full sentence format (1 - 2 pages) that addresses: Why you are interested in making a change from your current position or field to this position with Federal Court; describe your knowledge and skills that best relate to this position; and include a summary of educational and/or certification of accomplishments; (2) *Current Resume* [be sure to include both month and year date ranges of work history]; and (3) *Two References* to:

Mail to:

U.S. District Court
Clerk's Office [Attention: Marvel Hansbraugh]
222 W. 7th Ave., Box 4
Anchorage, AK 99513

(Or)

Fax to: (907) 677-6162

(Or)

Email to: Marvel_Hansbraugh@akd.uscourts.gov
Subject Line: Applicant